

Appendix B: Worksite Wellness Assessment Checklist

#	Wellness Component	Yes	In Process	No	Potential Priority	Comments
General						
1	Do you have a commitment from key stakeholders such as senior management, human resource managers, safety officers, staff members, etc.?					
2	Does the worksite have a current policy outlining the requirements and functions of a comprehensive worksite wellness program?					
3	Does the worksite have a representative committee that meets at least once a month to oversee worksite wellness programs?					
4	Does the worksite have a worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, and expected results of a worksite wellness program?					
5	Does your new employee orientation include an explanation of worksite wellness programs and are new employees given copies of any physical activity, nutrition, and tobacco use policies?					
6	Does the worksite offer educational programs for health areas such as physical activity, nutrition and tobacco cessation?					
7	Does the worksite promote and encourage employee participation in its physical activity/fitness and nutrition education/weight management programs? Examples of ways to “promote and encourage employee participation” include: <ul style="list-style-type: none"> • Information at new employee orientation • Information on programs provided within 					

	paychecks <ul style="list-style-type: none"> • Flyers on wall or bulletin boards • Letters mailed directly to employees • Announcements at employee meetings • Employee newsletter articles • Incentive/reward programs • Public recognition • Health insurance discounts • Sponsor employee sports teams 					
8	Does the worksite provide or arrange for health counseling or other support mechanisms to modify behavior?					
9	Does the worksite offer or provide adequate healthcare coverage for employees and their families for prevention of and rehabilitation of chronic disease?					
10	Is there a worksite budget for employee health promotion that includes some funds for programming and/or a portion of a salary for a coordinator?					
	General area totals (# of Yes, In Process and No items)					
Physical Activity						
11	Does the worksite have a company culture that discourages sedentary behavior, such as TV viewing on breaks and sitting for long periods of time?					
12	Does the worksite support physical activity during duty time (flex-time)?					
13	Are employees provided with breaks during working hours and are employees encouraged to be active during break time?					
14	Does the company map out on-site trails or nearby walking routes?					
15	Does the company encourage employees to map					

	their own biking or walking route to and from work?					
16	Does the company allow for “walk & talk” meetings instead of conference room meetings to encourage smaller amounts of activity?					
17	Does the worksite provide exercise/physical fitness messages and information to employees					
18	Does the worksite provide prompts to promote physical activity near each stairwell or elevator					
19	Does the worksite provide bike racks in safe and convenient locations?					
20	Does the worksite provide showers and/or changing facilities?					
21	Does the worksite provide outdoor exercise areas, playing fields, or walking trails for employee use?					
22	Does the worksite provide or support a broad range of competitive and non-competitive physical activities that help develop the skills needed to participate in lifetime physical activities?					
23	Does the worksite offer company sponsored fitness oriented programs or clubs for employees other than at an exercise facility?					
24	Does the worksite provide free, discounted, or employer subsidized memberships to fitness centers?					
25	Does the company offer incentive based programs to encourage activity (i.e. pedometer walking campaigns)?					
26	Does the worksite provide on-site physical activity classes such as aerobics, kick-boxing, dancing, etc.?					
27	Does the worksite provide on-site exercise facility?					
28	Does the worksite provide incentives for engaging in physical activity (i.e. merchandise, coupons, money, etc.)?					
29	Can all employees use the worksite’s indoor/outdoor physical activity facilities outside of work hours?					

30	Does the worksite provide on-site childcare coverage to facilitate physical activity participants?					
	Activity area totals (# of Yes, In Process and No items)					
Nutrition						
31	Does the company send healthy eating messages to employees (delivered via e-mail, messages, payroll stuffers, bulletin boards, etc.)?					
32	Does the worksite promote the consumption of fruit & vegetables in catering/cafeteria policies through motivational signs, posters, etc.?					
33	Does the worksite provide protected time and dedicated space away from the work area for breaks and lunch?					
34	Does the worksite offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, and low-fat dairy products in vending machines and snack bars and break rooms?					
35	Does the worksite promote healthy choices by: <ul style="list-style-type: none"> ❖ Increasing the percent of healthy options that are available ❖ Using competitive pricing to make healthier choices more economical ❖ Advertise or mark healthy options so that they stand out 					
36	Does the worksite have on-site cafeterias follow healthy cooking practices?					
37	Does the worksite have on-site cafeterias set nutritional standards that align with dietary guidelines for Americans?					
38	Does the worksite provide appropriate portion sizes and provide portion size information via labeling food to show serving size and calories and by using food models and pictures or portable food scales for weighing portion sizes?					

39	Does the worksite offer healthful food alternatives at meetings, company functions and health events?					
40	Does the worksite make water available throughout the day?					
41	Does the worksite make kitchen equipment (refrigerators, microwaves, stoves, etc) available for employee food storage and cooking?					
42	Does the worksite offer local fruits and vegetables at the worksite (i.e. farmer's market)?					
43	Does the worksite provide on-site gardening?					
44	Does the worksite provide interactive food opportunities such as taste testing, food preparation skills and peer-to-peer modeling?					
45	Does the worksite have workplace policies and programs that promote breastfeeding?					
46	Does the worksite provide an appropriate place for breastfeeding/pumping?					
47	Does the worksite provide lactation education programs?					
48	Does the worksite provide incentives for participation in nutrition and/or weight management/maintenance activities (these can range from inexpensive low resource items (water bottles) to high resource items (health insurance rebate)?					
49	Does the worksite include the employees' family members in campaign promoting fruit and vegetable consumption (worksite plus family intervention)?					
Nutrition area totals (# of Yes, In Process and No items)						
Health Screening and Disease Prevention & Management						
50	Does the worksite offer health risk appraisals?					
51	Does the worksite offer or provide easy access to free or reasonably priced health screenings (height and weight measurements, blood pressure checks,					

	cholesterol screening, diabetes/blood sugar screening, and individual health risk appraisal for employees at a minimum of one time a year)?					
Screening area totals (# of Yes, In Process and No items)						
Tobacco Use						
52	Does company policy prohibit tobacco use anywhere on the property?					
53	Does the company post prompts/posters to support the no tobacco use policy?					
54	Does the company promote the Wisconsin Tobacco Quit Line (800-QUIT-NOW)?					
55	Does company policy support participation in smoking cessation activities during duty time (flex-time)?					
56	Does the company provide counseling through an individual, group, or telephone counseling program on-site?					
57	Does the company provide counseling through a health plan sponsored individual, group, or telephone counseling program?					
58	Does the company provide cessation medications through health insurance?					
Tobacco area totals (# of Yes, In Process and No items)						
Cardiac Emergency Response Plan						
59	Does the worksite have a written plan for emergency response to cardiac events at their facility?					
60	Does the Worksite provide emergency training in Cardiopulmonary Resuscitation (CPR) and/or Automated External Defibrillators (AEDs) for response to cardiac events in the facility?					
Response area totals (# of Yes, In Process and No items)						

Worksite Assessment - Results Summary

Worksite Scorecard (Totals for all categories)	Yes	In Process	No		
General (10)					
Physical Activity (20)					
Nutrition (19)					
Health Screening and Disease Prevention (2)					
Tobacco Use (7)					
Cardiac Emergency Response Plan (2)					
Worksite Total (60)					